

NEW CHARTER SCHOOL CHECK LIST FROM SCHOOL BUSINESS

1. **Become familiar with Financial and Business Services Website**
<http://www.ncpublicschools.org/fbs/>
2. **FBS Newsletter:** Subscribe to newsletter and READ Finance Officers newsletter – This newsletter is published every Friday and provides information on all Finance and Business Services Items. You will be held accountable for action items in the newsletter
<http://www.ncpublicschools.org/fbs/resources/newsletters/>
3. **Manuals:**
 - a. Chart of Accounts – allowable expenditure codes for State and Federal Grants
<http://www.ncpublicschools.org/fbs/finance/reporting/>
 - b. Allotment Policy Manual –information on State funding and federal grants
<http://www.ncpublicschools.org/fbs/finance/federal/>
 - c. Student Attendance and School Accounting – policies on student accounting and codes <http://www.ncpublicschools.org/fbs/accounting/manuals/>
 - d. Charter School Finance Guide <http://www.ncpublicschools.org/fbs/charterschools/>
4. **Obtain Tax Exempt Status** no later than 24 months following the final approval of application
5. **Obtain a Certificate of Occupancy** for facility and submit to the Office of Charter Schools.
NO FUNDING CAN BE PROCESSED WITHOUT A C/O- No exceptions
Contact a local building inspector to inspect the facility for educational use. Obtain the official inspection and send to the Office of Charter Schools. (Note: State and federal funds shall not be allotted until a Certificate of Occupancy is on file.)
6. **Establish a Bank Account**
 - Open a checking account with a local Bank,
 - Complete check signature cards (remember to update signature cards as authorized members/staff resign); and
7. Complete an [ACH Bank Account Authorization Form](http://www.ncpublicschools.org/docs/fbs/finance/cash/achbankform.doc) located at www.ncpublicschools.org/docs/fbs/finance/cash/achbankform.doc. at least ten (10) business days before the first cash deposits. (Provide an original voided check or deposit slip with form. The ACH Bank Account Authorization Form is used to establish the charter school's bank account, account number and bank transit routing number with the State banking system.
 - Return form to the Division of School Business, DPI - Roxane Bernard
roxane.bernard@dpi.nc.gov
8. **Establish access to State Computer Systems** prior to school opening (return to Division of School Business)
 - Complete Bill Code Action Form to establish account with Information Technology Services for Cash Management systems.

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9. Determine whether to participate in the Teachers' and State Employees' Retirement System and the Comprehensive Major Medical Plan.

- Contact the NC Department of State Treasurer at www.nctreasurer.com
- Contact the NC State Health Plan at www.shpnc.org/

10. Obtain Liability Insurance

Contact a local Insurance Company and obtain the following coverage at minimum:

- Errors and omissions:
- General liability:
- Boiler and machinery:
- Real personal property:
- Fidelity bonds: to cover employee dishonesty;
- Automobile liability:
- Workers' compensation: as specified by Chapter 97 of the General Statutes.

11. Contract with CPA Firm to perform annual audits (Due October 31st following the 1st year)

- LGC approval is required for all contracts and invoices for audit services, including special audits or agreed upon services
- The Local Government Commission (LGC) website is at www.nctreasurer.com/
- See instructions and examples of contracts
<https://www.nctreasurer.com/slg/Audit%20Forms%20and%20Resources/Instructions%20for%20Contract%20Submission.pdf>

12. Access to systems

The following School Business systems will need an authorized user

These systems require a UID - instructions are provided on the website

EDDIE - This is the authoritative source for address, grades, personnel, principal and Board chair contacts.

Complete school data in EDDIE (Due in early July).

<http://www.ncpublicschools.org/fbs/accounting/eddie/>

ALLOTMENTS system – Provides information on State and federal funds.

<http://www.ncpublicschools.org/fbs/allotments/>

CHILDREN WITH DISABILITIES CHILD COUNT TRANSFER system – Enables the school to identify the students in their school with disabilities who were on the April 1 headcount.

<http://www.ncpublicschools.org/fbs/allotments/forms/>

CSADM- Charter School Average Daily Membership – This system is where all projected, budgeted and maximum funded ADM is held. <http://www.ncpublicschools.org/fbs/charterschools/>

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CASH MANAGEMENT - Allows you to order and receive State and Federal cash
<http://www.ncpublicschools.org/fbs/finance/cash/>

13. Attend Training MSA and Cash Management

Cash Management Training Inquire about and sign up for Cash Management training (provided by DPI staff for charter school finance personnel) Complete Security Forms

- ✓ CICS Application Access-Maintenance Form
- ✓ RACF02 Site Security Officer Form
- ✓ RACF03 RACF User ID- Maintenance Form

Locate CICS form at www.ncpublicschools.org/docs/fbs/finance/cash/cicsapplicationform.doc. It takes approximately 2-3 days to set-up CMS access. Once your request has been processed, a Service Desk staff member will contact you.

14. Go through LINQ training

- Contact Education Management Systems, Inc. for accounting software training at 1-800-541-8999

15. Prepare a Policies and Procedures Manual to include accounting practices, internal controls, job descriptions etc.

16. Prepare a budget- Board approved and amend as needed especially for changes in projected versus actual student enrollment.